

# California Energy Commission



**CLASSIFICATION:** Energy Resource Specialist III (Supervisory)

**TENURE/TIME BASE:** Permanent/Full-time

**SALARY:** \$7,600-\$9,444

**LOCATION:** Emerging Fuels and Technologies Office  
Fuels and Transportation Division  
Sacramento, CA

**FINAL FILING DATE:** Until Filled

**Are you interested in a career that makes a positive impact on California and the world? Would you like to be part of a talented and passionate team committed to developing innovative strategies and recommending public policy solutions that reduce greenhouse gas emissions, promote energy efficiency and reduce our dependence on petroleum? Are you prepared for an exciting challenge? If so, the California Energy Commission, a special funded agency, is seeking exceptional people to build upon California’s transportation energy and energy efficiency successes, and shaping our energy future.**

Under the supervision of the Energy Resource Specialist III (Managerial) (ERS III-M) of the Emerging Fuels and Technologies Office, the incumbent supervises and directs multi-disciplinary staff working on a variety of technical and analytical tasks related to increasing the use of alternative and renewable fuels and innovative technologies that transform California’s fuel and vehicle types to help attain the state’s climate change policies.

**DUTIES AND RESPONSIBILITIES:** The incumbent will communicate effectively with office manager, subordinates, Executive Office and Commissioners (as appropriate) to accomplish the following:

Plan, organize, supervise, and direct the work of professional staff on a wide range of technical issues, including but not limited to analysis and evaluations of transportation fuels, vehicle technologies, and implementation of fuel and vehicle projects; communicate with staff through routine meetings; and perform direct personnel management activities including periodic performance evaluations, discipline, training, monitoring individual performance, individual and team motivation, career development, personnel actions, and provide feedback and coaching to meet performance standards. The incumbent will be responsible for the preparation of budgets and workplans; monitoring the progress and implementation mechanisms to meet workplan objectives and maintain quality control of products; and meeting with the ERS III-M as often as necessary to review the status of the section and resolve issues, in achieving program goals and milestones. The incumbent may present oral testimony and make presentations before the California Energy Commission, other government agencies, industry organizations, and other public forums, and represent the California Energy Commission at public hearings, meetings and conferences with stakeholders, policy makers, and the general public.

**DESIRABLE EXPERIENCE/QUALIFICATIONS:** The successful applicant should have:

- Demonstrated organizational and leadership qualities in planning, organizing, and directing the work of staff
- Demonstrated supervisory experience and the ability to assess employee performance and prepare written appraisals
- Ability to follow verbal and/or written instructions
- Ability to work independently and under pressure effectively
- Ability to communicate ideas and thoughts effectively with a large diverse technical staff
- Ability to motivate a diverse workforce by providing positive reinforcement, acknowledgement, and recognition
- Ability to plan and determine the goals, objectives, and activities for technical programs and projects
- Experience in preparing and reporting on budgets and workplans and a knowledge of budget and workplan process and procedures
- Ability to make effective presentations and interact effectively with both internal staff and external parties
- Excellent writing skills and the ability to communicate complicated information in a simple, consumer-friendly manner
- Proficiency on a personal computer and knowledge of Microsoft Word, Excel, PowerPoint, and Access

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, a resume, and a cover letter, to the contact/address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #610-204 and Position #535-610-4813-004 in the “Explanation Section” of the STD. 678.**

**Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant’s name may be removed from the eligibility list.

**SUBMIT APPLICATIONS TO:**

California Energy Commission  
Attn: (RPA 610-204)  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814

View full Duty Statements:  
<http://www.energy.ca.gov/careers/jobs.html>

**For additional questions regarding this recruitment, you may contact (916) 653-4521 or email [personnel@energy.ca.gov](mailto:personnel@energy.ca.gov).**

**California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922**